**The Duntisbournes Parish Council**

**Annual Council Meeting**

Which took place at 7pm On the 25th May 2021 at the Village Hall

1. Welcome from Chair of Council

2. Following nominations and seconding, Councillor Lane was **Elected Chair and Councillor Edwards** was **elected Vice Chair** of the Council (with a pause for signing acceptance of office forms)

3. **Recording of attendance Parish Councillors** **Rupert** **Lane**, **Jane Edwards**, **Eammon Cuthbert**, **Julian Weston,** **Jamie (W J Ekykn)**, **Richard Bliss**, **Valerie Dyson** and District Councillor **Julia Judd**, 3 Members of the public ( + 1 later )attended - there were no apologies for absence. County Councillor Harris did not attend.

4. **Public session** at the Chair’s discretion (10 minutes at discretion of chair of the meeting). A discussion regarding legal matters undertaken by Council.

5. Council **Approved the minutes** of the meeting held on 25th February 2021 and 18th March 2021

6. **Council considered and agreed to review at next meeting**

a) review of Standing orders and financial regulations, complaints procedures, obligations under freedom of information and data protection legislation

**Council agreed the following**

b) review existing arrangements with other local authorities, not-for-profit bodies and business’**.- none**

c)renew its representation on /work with external bodies and arrangements for reporting back eg police community group

d) review of inventory of assets was undertaken and it was agreed that there were notice boards, defib, “slow children signs “ x4

 e) Council agreed to renew of its insurance cover in respect of all insurable risks due 16th June 2021 -premium is **£140.00- Clerk to report on cover contained in the policy**

f) Council agreed to renew the Council’s subscriptions to other bodies eg GAPTC £77.05; Open Spaces £45.00 (paid 2/21)-

1. **Meeting schedule agreed** of meetings of the Council – 4th Tuesday of – 28th September, 23rd November (Budget/precept), 22nd February, 24th May (annual)
2. **Matters arising** from previous meeting were considered

***a****) Parish Plan (Community Design Statement)* ***agreed*** *to delay consideration for 12 months, advice given to seek advice from GRCC and other local parishes (via District Councillor)*

***b)*** *Parish Emergency Plan*, to be updated with flooding plan and information for riparian owners. (**Clerk to bring to meeting)**

***c)*** *Dog Waste Bins (DAbbots & DLear), Abbots position previously agreed and order made to CDC, a new Payment would need to be made.* ***Council agreed to defer for 12 months***

***d)****Noticeboard in Leer “Creative Design solutions” have been highlighted as a possible source. Single size 6 A4 notices Green Aluminium designs, lockable design was being considered.* ***Council agreed to Delegate authority to Councillor Edwards***

***e)*** *Litter at Centurion-spring clean agreed to take place (with District Councillor Judd)* ***29th May at 10am******agreed.*** *Other sites where litter is a problem was brought to the attention of the Parish Council*

***f)*** *Local Signage-previously discussed and it was noted that the Edgeworth cross roads are missing and other signs have been damaged (****refer to County Councillor Harris****),*

***g)*** *The Grove Culvert* – Highways to deal with this financial year to avoid flooding downstream.

***h****) Police Community Group -Cllr Edwards will report updates to Council in due course*

***i****) Motorcycle Nuisance –* PSCO Biddell has trained residents in the use of a radar gun Countyside Code update **(refer to County Councillor Harris). It was requested that the Council support the** Document which has been circulated to Parish Councillors (WJE) requesting 2 specific tracks in the Village be downgraded to restrict motorcar and motorbike use. Following a considerable debate and a vote was called 5 for: 1 opposition and 1 abstained. Therefore the motion was carried

***j)*** *Historic England* – JW - cfwd

***k****) Defibrillator* – Checked daily, weekly & monthly. Readings sent to SW Ambulance Trust. (JRE/RDL) . Changes to the organisation were reported and Cllr Edwards will continue to report monthly. Update training was requested.

**l**) N*ew Snow Wardens/plough operator* ***–*** JW. It may be possible to link several Parishes together. JW to contact (as Brimpsfield) if Jane’s contact does not materalise. **The Clerk to write** to Joe Whittaker to thank him for his service to the Parish. **County Councillor Harris to be asked to look into a grit bin**

**Chairman suspended the meeting at 8pm and reconvened at 20.45 after the parish assembly**

1. **financial matters were considered and approved**
2. agreed the financial statements for year end 31/3/21
3. authorised Chair of Council to sign AGAR papers
4. approved payment list for new financial year
5. confirmed budget allocations for new financial year
6. approved appointment of clerk at salary scale SCP 12 with additional working from home allowance, mileage and stationery costs reimbursement in line with contract agreed
7. approved standing order for payment of Clerk salary in the sum of £119.91
8. confirmed appointment independent internal auditor – Council agreed Ms Thornton
9. amended the bank mandate to include the Clerk/RFO (full responsible for Clerk)
10. approved instruction to PATA payroll
11. **Highway issues** considered

a) Public Rights of Way – Councillor Dyson – PROW bridle path signage is inadequate – it was suggested that the Cotswold Volunteers be approached, who help with the maintenance of PROW’s . (District Councillor Judd will provide contact details)

b) Long Ford Collapse /wall- road closure extended for 18 months.

c) Road at the underpass is very damaged: advice given to use the “Report it” portal (Clerk report to **County Councillor Harris).**

d) Road at the Lear is reported as very damaged with 14 pot holes but does not include all the pot holes. (Clerk report to **County Councillor Harris).**

1. **planning matters** considered
2. approved the process for considering planning applications –

**Option 1** delegated to proper officer to respond on Council’s behalf however she feels appropriate with the **Option** to distribute via email to all Councillors and if a meeting is not scheduled within the response period, 2 or more Councillors can request an additional meeting to agree a response from the Council, such meetings have to be called in the legal and proper manner

b) Rectory Farm Duntisbourne Abbots Cirencester Gloucestershire GL7 7JW ref: 21/01837/FUL- no objection

c) 21/01344/FUL- Old School Cottage Duntisbourne Abbots (extension requested for comments – response not received). Council agreed to object

1. **Legal matters** -the matter is concluded and Council approved the expenditure
2. **any other business** for information purposes only
3. **Close of meeting 21.15pm**

FINANCIAL REPORTS

Cash book for 1-4-20 to 31-3-21

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Min | Chq | To Whom Paid | Particulars | Amount | bank balance |
|  | Book | No |  |  |  |  |
|  | Ref |  |  |  |  |  |
| b/f Bal |  |  | Statement balance audited | 2133.13 |  |
| brt fwd | unreconciled | CAB from 20219-20 |  | 50.00  |  |
| actual | bank bal |  | Once reconciled, O/Bal 2020-21 | 2083.13  | 2083.13  |
| 14.04.20 | A1 20/21 | CDC | Precept 1st |  | 1838.00 | 3921.13  |
| 21.06 20 |  | Easement £19 |  | 19.00 | 3940.13  |
| 24.09.20 |  | CDC | Precept 2nd |  | 612.00 | 4552.13  |
|  |  |  |  |  |  |  |
| 01/04/2020 | w/off |  | CAB from 20219-20 |  | -50.00  | 4602.13  |
| 29.04.20 | B1 20/21 | 184 | Zurich Municipal | PC Insurance | 140.00  | 4462.13  |
|  |  |  |  |  |  |  |
| 29.04.20 | B2 20/21 | 185 | GAPTC | Annual Subscription | 81.34  | 4380.79  |
| 29.04.20 | B3 20/21 | 186 | PCC D'bourne | PCC Donation | 300.00  | 4080.79  |
| 29.04.20 | B4 20/21 | 187 | D'bourne V Hall | Village Hall Donation | 250.00  | 3830.79  |
| 13.05.20 | B5 20/21 | 188 | S Cavendish | Clerk Exp (April/May) | 100.00  | 3730.79  |
| 03.07.20 | B6 20/21 | 189 | S Cavendish | Clerk Exp (June/July) | 100.00  | 3630.79  |
| 03.07.20 | B7 20/21 | 190 | GAPTC Training | Basic Clerk Training | 60.00  | 3570.79  |
| 10.10.20 |  | 191 | Peter Harrison | Mowing | 162.50  | 3408.29  |
| 10.10.20 |  | 192 | S Cavendish | Clerk Exp (Aug/Sep/Oct) | 150.00  | 3258.29  |
| 10.10.20 |  | 193 | J Edwards | Defibrillator Pads | 50.70  | 3207.59  |
| 04/02/2021 |  | 194 | S Cavendish | NOV-MAR expenses | 250.00  | 2957.59  |
| 04/02/2021 |  | 195 | open spaces (Via JRE) | open spaces subscription | 45.00  | 2912.59  |
| 16/03/2021 |  | 196 | tanners | yew tree hedge legal | 600.00  | 2312.59  |

|  |  |
| --- | --- |
| bank reconciliation |  £  |
|  |  |
| Opening Bal 2020 | 2083.13 |
| Income 20/21 | 2469.00 |
|  |  |
| Expenditure 20/21 | 2239.54  |
| bank balance 31/3/21 | 2312.59  |

Budget against actual year end 31/3/21

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| cost centre | budget | actual  | balance | notes |
| **precept** | 2450 | 2450 | 0 |  |
| **VAT refund** | 42 |  | 42 |  |
| wayleave | 19 | 19 | 0 |  |
| income | **2511** | **2469** | **42** |  |
| insurance | 160 | 140 | 20 |  |
| subscriptions | 100 | 76 | 24 |  |
| donations | 600 | 550 | 50 | Includes write off unpresented CAB cheque |
| admin |  | 600 | 600 | 0 | Previous clerk |
| training |  |  | 60 | -60 |  |
| grass cutting | 300 | 163 | 138 |  |
| defibrallators |  | 51 | -51 | Batteries/pads |
| legal fees |  | 600 | -600 | unbudgeted |
| Dog waste bins  | 252 |  | 252 |  |
| legal fees |  |  | 0 |  |
| Noticeboard Leer |  |  | 0 |  |
| community design | 1000 |  | 1000 | Should this now be put to legal fees |
| sundry |  | 350 |  | 350 |  |
| reserves  |  |  |  |  |
|  |  |  |  |  |  |
| total expenditure | 3362 | 2240 |  |  |
| reserves cfwd | -851 | 229 |  | balance from precept- goes to general reserves |
|  |  | 2511 | 2469 |  |  |
|  |  |  |  |  |  |
| reserves bfwd | 2083 |  |  |  |
| underspend | 229 |  |  |  |
| reserves cfwd | 2312 |  |  | As per bank balance |

Note an additional £1174.80 has been spent on legal fees in April/May 21

ANNUAL GOVERNANCE STATEMENT

Council approved the following statements

1.We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

 7. We took appropriate action on all matters raised in reports from internal and external audit.

 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

9. Trust fund – (yes/ no /not applicable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **2019/20** | 2020/21 |
| box | 1 | balances bfwd | 1631  | 2083  |
|  | 2 | **precept** | 2310  | 2450  |
|  | 3 | **other receipts** | **19**  | 19  |
|  | 4 | staff costs | 600  | 600  |
|  | 5 | **loans** | **none** | none |
|  | 6 | **all other payments** | 1277  | 1639  |
|  | 7 | **balances cfd** | **2083**  | 2313  |
|  | 8 | **bank and cash** | 2083  | 2313  |
|  | 9 | **fixed assets** |  |  |
|  | 10 | **borrowings** | none | none |
|  |  |  |  |  |

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021 (AGAR)

Payments to be approved ( new financial year)

|  |  |  |  |
| --- | --- | --- | --- |
| date | Cheque number | payee | amount |
| 27/4/21 | 197 | B holder (salary and expenses) | 149.89 |
| 2/5/21 | 198 | Tanners (2 invoices) | 1174.80 |
| 25/5/21 | 199 | B holder salary  | 119.91 |
| 25/5/21 | 200 | Expenses Working from home (may, June, July, August,)Mileage 3 journeys, Printing,  | 132.74 |
| 25/5/21 | 201 | HMRC £29.98 x 4 (April, May, June, July) | 119.92 |
| 25/5/21 | 202 | PATA payroll (tbc) |  |
| 25/5/21 | 203 | GAPTC (after discount) | 77.05 |
| 25/5/21 | 204 | Zurich Municipal | 140.00 |

Budget against actual 2021/22 allocations to be confirmed as agreed by Council

|  |  |  |
| --- | --- | --- |
| **budget against actual 2021-22** |  |  |
| cost centre | budget | actual  | balance |
| **precept** | 4950 | 0 | 4950 |
| VAT refund |  |  | 0 |
| wayleave |  | 0 | 0 |
| income | 4950 | 0 | 4950 |
| salary |  | 1800 | 0 | 1800 |
| insurance | 160 | 0 | 160 |
| subscriptions | 100 | 0 | 100 |
| Donations includes£250 village hall  | 600 | 0 | 600 |
| admin expenses | 610 | 0 | 610 |
| payroll costs | 90 |  | 90 |
| training |  |  | 0 | 0 |
| grass cutting | 300 | 0 | 300 |
| Defibrallators (needs to be budgeted for) |  | 0 | 0 |
| legal fees | 1200 | 0 | 1200 |
| dog bins |  | 252 |  | 252 |
| notice boards | 1000 |  | 1000 |
| community plan (remove) | 1000 |  | 1000 |
| sundry |  |  |  | 0 |
| from reserves  | -362 |  |  |
|  |  |  |  |  |
| total expenditure | 4950 | 0 |  |
| reserves cfwd | 0 | 0 |  |
|  |  | 4950 | 0 |  |
|  |  |  |  |  |
| reserves bfwd | 2312 |  |  |